

## General

The Case Management/Electronic Case Filing System (CM/ECF) is the Court's electronic system for receiving, recording, docketing, filing, and retrieving pleadings and other court documents in electronic form. CM/ECF is also capable of generating, recording, retrieving, and transmitting court orders and notices in electronic form.

## System Requirements

- IBM or MAC PC
- Pentium III or higher
- Minimum 256MB RAM
- High-speed Internet access through a service provider
- Acrobat Reader 4.0 or higher
- Acrobat Writer 4.0 or higher or other comparable program able to publish documents to PDF format
- Internet Browser: Netscape Version 4.76 or Internet Explorer 5.5
- Scanner to convert documents to PDF format that are not in your word processing system

## User Accounts

As a registered user you have full responsibility for maintaining your account. Information on how to maintain your account is provided in the ***Maintaining Your Account*** section of this guide. This includes information affecting such matters as how notice is provided and where notices are sent. Unlike PACER, your CM/ECF account **may not be shared** by multiple users.

## Login ID and Password

Take every reasonable precaution to protect your login name and password, as you are responsible for all ECF activity associated with your account. If you change the ECF password that you are issued when your account is set up, no one at the Court will know what your password is or be able to retrieve it for you. Your PACER login and password **will not work** in CM/ECF. **Any login or password that you may have received from another District or Bankruptcy court will not work in this Court.**

## Pacer Accounts

Registered users are required to have a PACER account. The PACER account gives you the ability to read case dockets and view electronic images of documents. PACER accounts may be shared by multiple individuals. In contrast, each CM/ECF registered user is required to have his or her individual account, login, and password.

## **Courtesy Copies**

Local Rule 5.2(e) provides as follows: “Each person or party filing a paper version of a pleading, motion, or document, other than an appearance form or return of service, shall file in addition to the original a copy for use by the court. Where a filing is made electronically of a pleading, motion, or document other than an appearance form or return of service, a paper copy shall be provided for the judge within one business day, unless the judge determines that a paper copy is not required..”

The paper copy of the electronic filing should be placed in the drop box reserved for that purpose, located on the south end of the 20<sup>th</sup> floor Clerk’s Office, unless the judge has directed that such copies be delivered directly to chambers.

## **Documents**

All documents must be in PDF (portable document format). The General Order on Electronic Case Filing provides that “Documents filed electronically should not exceed 5 megabytes in size”. This applies to each individual component of an electronic filing, not to the entire filing. In other words, if you are filing a motion with several exhibits, the motion itself and each exhibit can each be up to 5 megabytes in size.

If the exhibits you need to file with your main document are too large subdivide the exhibit, and identify each attachment appropriately, e.g., Exhibit A, Part 1, Exhibit A, Part 2.

As long as the combined exhibits do not exceed 5 megabytes in size, you can combine them in a single attachment. If you do, be sure to label the attachment appropriately, e.g., Exhibits A through D.

## **System Access and Availability**

Registered users may access CM/ECF from the Clerk’s website at [www.ilnd.uscourts.gov](http://www.ilnd.uscourts.gov). The system is available 24 hours a day, seven days a week, 365 days per year with the exception of Friday’s between the hours of 7:00 a.m. and 7:30 a.m. when the system will be down for routine system maintenance.